

**CITY OF MORGAN HILL
RECREATION AND COMMUNITY SERVICES
17555 PEAK AVENUE
MORGAN HILL, CA 95037**

BID PACKAGE: RECREATION ACTIVITY GUIDE/CITY CONNECTION PRINTING AND DISTRIBUTION

Notice is hereby given that sealed proposals will be received by the City Clerk of the City of Morgan Hill, located at 17555 PEAK AVENUE, MORGAN HILL, CALIFORNIA, for furnishing all labor, equipment, materials and other items necessary to provide the printing and distribution of the combined Recreation Activity Guide/City Connection as described in the detailed specifications provided in Attachment 1.

Price Requirements: The bid price for this work shall consist of all supplies, fees, including tax, shipping and all other applicable fees for the furnishing of the materials and services to the City of Morgan Hill. Prices must be provided on a line item basis for every option included in Attachment 1. Price shall be good for three publications from March 1, 2010 through February 28, 2011.

Initial Printing/Distribution Requirement: Successful vendor must be able and prepared to accommodate the initial printing/distribution date of March 26, 2010.

Ongoing Distribution Requirements: Each publication must be distributed to the Morgan Hill Post Office and specified City of Morgan Hill facilities within two (2) weeks of receipt by vendor of document files.

Payment: Separate invoices shall be provided by the vendor at the time of distribution of each publication.

Bid Comparison Basis: All bids will be compared on the basis of

1. The price for the materials and services provided
2. The ability to meet the initial printing/distribution date of March 26, 2010.
3. The production time required from receipt of document files to delivery of document to Post Office and specified City of Morgan Hill facilities

Please contact Maureen Drewniany, Recreation Supervisor, at 408.782.0008 if you have any questions.

Each bid must conform to and be responsible to the specifications identified in all documents.

Proposals should be completed and delivered in a **sealed envelope to the City Clerk of the City of Morgan Hill, located at 17555 Peak Avenue, Morgan Hill, CA 95037** clearly marked **“BID FOR RECREATION ACTIVITY GUIDE/CITY CONNECTION PRINTING AND DISTRIBUTION”** no later than **2:00PM on February 12, 2010**. Please indicate **BID PACKAGE** on sealed envelope.

The City Manager reserves the right to reject any or all bids and to determine which proposal is the best responsible bid of a responsible bidder and which proposal should be accepted in the best interest of the City. The City Manager also reserves the right to waive any informality in any proposal or bid.

Proposals received after the time announced for the opening will not be considered. No bidder may withdraw his/her bid after the time announced for the opening or before the award and excepting of the contract, unless the award is delayed for a period exceeding (10) days.

Bid results may be obtained by telephoning Maureen Drewniany, Recreation Supervisor at 408.782.0008.

**Publish Dates: January 29, 2010
 February 5, 2010**

THIS FORM MUST BE SIGNED AND ACCOMPANY YOUR BID PACKAGE TO BE CONSIDERED.

I have read, understand and agree to the conditions set forth by the City of Morgan Hill for the printing and distribution of the Recreation Activity Guide/City Connection included in this bid specification package.

Authorized Signature: _____

Print Name and Title: _____

Company Name: _____

Address: _____

Contact Information:

Telephone Number: _____

E-mail: _____

ATTACHMENT 1

RECREATION ACTIVITY GUIDE/CITY CONNECTION PRINTING AND DISTRIBUTION DETAILED SPECIFICATIONS

Paper

Bids requested for:

- 30 pound recycled newsprint stock
- 35 pound recycled hibrite stock
- 50 pound recycled offset stock

Ink Color

Bids requested for:

- four-color for SELF COVER (inside and out) and related pages and for black ink
- four-color for SELF COVER (inside and out) and related pages and black ink plus one color
- Additional spot color

Alternate Digital Magazine:

Bid requested for digital magazine version provided for use on City of Morgan Hill website.

Finished size: 8.25 inch x 10.3/4 inch

Flexi Stitch/Saddle stitched and Trimmed

19, 500 copies

Distribution (all locations in Morgan Hill):

- (1) Approximately 15,750 (numbers vary slightly with each publication) going to the Morgan Hill Post Office for bulk mail.
- (2)
 - 2400 Centennial Recreation Center – 171 W. Edmundson
 - 1000 Morgan Hill Community and Cultural Center – 17000 Monterey Rd
 - 200 Morgan Hill Aquatics Center – 16200 Condit Rd.
 - 150 Morgan Hill City Hall – 17555 Peak Ave.

Frequency:

Three separate publication dates between March 1, 2010 and February 28, 2011.

Publication dates are currently scheduled for:

March 25, 2010

July 30, 2010

November 19, 2010

Publication dates are subject to change and may be added or deleted at the discretion of the City.

ATTACHMENT 1 (cont.)

Art Work:

Electronic file and/or CD will be supplied to printer by City-contracted graphic artist.
Fonts and graphics provided.

Please provide itemized prices for each option listed on Itemized Pricing Bid Sheet and any additional pricing related to distribution (all inclusive pricing is preferred). Additionally please provide pricing for a Digital Magazine version for use on City Website.

Bids must list production time required, from receipt of document file to delivery to Post Office and other Morgan Hill locations.

Submit bids to the City Clerk of the City of Morgan Hill, 17555 Peak Avenue, Morgan Hill, California, until 2:00 P.M. on February 12, 2009.

Questions may be directed to Maureen Drewniany, Recreation Supervisor, at (408) 782-0008 or maureen.drewniany@morganhill.ca.gov.